

## MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

*March 24, 2021*

9:30 a.m.

President Hames called the regular meeting of the Reedy Creek Improvement District Board of Supervisors to order at 9:30 a.m. on Wednesday, March 24, 2021 at the Administrative Offices of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were Larry Hames, Max Brito, Jane Adams, and Wayne Schoolfield, constituting a quorum of the Board of Supervisors. Others in attendance included; John Classe, District Administrator; Ann Blakeslee, Deputy District Administrator; Wanda Siskron, District Clerk; Administration; Chris Quinn, Finance; Eddie Fernandez, HR; Ron Zupa, Technology Services; and Mark Swanson, RCES. Those participating via teleconference were: Heidi Powell and Lexy Wollstadt, Finance; Bruce Jones, Procurement; Eryka Washington and Erin O'Donnell, Communications; Chris Ferraro, Ray Crooks and Anthony Kasper, RCES; Jerry Wooldridge, Building & Safety; Kate Kolbo, Planning & Engineering; Yenni Hernandez, Technology Services; Jason Middleton, HR; Kerry Satterwhite and Craig Sandt, Facilities; Mike Crikis, Environmental Sciences; Deputy Chief Eric Ferrari, RCFD; and Ed Milgrim and Ilana Perras, Milgrim Law Group.

President Hames asked the attendees to please stand for the Pledge of Allegiance.

### **SAFETY MINUTE**

Mr. Eddie Fernandez advised that since everyone in attendance is familiar with the fire exits and emergency layout of the Administration Building, he wouldn't elaborate on those subjects. Mr. Fernandez advised that this month's safety topic is National Districted Driver Awareness. In 2019, there were approximately 35,000 auto deaths; 3,100 attributed to distracted driving. Mr. Fernandez advised that when driving 55 mph, you can travel the length of a football field in 4.5 seconds. Mr. Fernandez advised that drinking coffee or talking on the phone are two major examples of distracted driving.

### **APPROVAL OF MINUTES**

Minutes from the February 24, 2021 BOS Meeting were approved and accepted as presented.

The District Clerk recorded proof of publication of the meeting notice. **(EXHIBIT E)**

## REPORTS

A departmental report was presented by the District Administrator and the Deputy District Administrator. (EXHIBIT F)

Mr. Classe advised that we continue to monitor the COVID-19 virus very closely and are adhering to CDC protocols. This includes employees working from home, whenever feasible, through the end of May. Mr. Classe advised that a lot of employees have already been vaccinated for the virus. Mr. Classe advised that steps are being taken to keep the District personnel safe on property.

Mr. Classe advised that we will have an RCID VEBA Board meeting immediately following the BOS meeting at approximately 10:00 a.m.

Ms. Blakeslee advised that on March 14<sup>th</sup>, RCFD EMT Samantha Zaino conducted a CPR certification course for the U. S. Navy Reserves to train 16 members of the Navy's Cargo Handling Battalion 11 Bravo and Charlie companies. EMT Zaino volunteered her own personal time and drove to Tampa, FL where the unit is based. RCFD Firefighter/EMT-Paramedic Raphael Port has been serving as a Petty Officer Second Class Hospital Corpsman for the past seven years with the Navy Reserves. Ms. Blakeslee presented a couple of slides of EMT Zaino conducting this training. Ms. Blakeslee advised that this is just one of the many things our employees do in their spare time. Ms. Blakeslee advised that our MARC teams are in all of the parks so that they can respond very quickly to emergencies requiring CPR/AED or other health-related issues. Ms. Blakeslee advised that there are a high number of heat exhaustion calls in the summer.

## CONSENT AGENDA

President Hames proceeded to the Consent Agenda and advised that the Consent Agenda exists of general administrative items and items under a specific cost threshold. Any item can be pulled from the Consent Agenda for further discussion, if requested. Consent Agenda items are shown below:

### Item 6A – District-Wide Fiber/DMS Project – Design Services

CONSIDERATION of Request for Board approval to award a Not-To-Exceed Authorization in the total amount of **\$45,000.00** under Master Agreement M000145 to **Southeastern Surveying and Mapping Corporation**. This authorization is for survey services required to support the design of the District-Wide Fiber/DMS project. Staff also requests Board authorization for the District Administrator or Deputy District Administrator to execute change orders up to an aggregate amount of **10%** of the contract amount. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds. (EXHIBIT A)

### Item 6B – World Drive North Phase III – Professional Services Agreement

CONSIDERATION of Request for Board approval to enter into an Agreement for Professional Services with **Conсор Engineers, LLC**, in the Not-To-Exceed total amount of **\$36,053.00**, for construction scheduling services in support of the World Drive North Phase III project. Funding

for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds. **(EXHIBIT B)**

President Hames asked if anyone had a reason to bring up any items on the Consent Agenda for further discussion. No items were pulled from the Consent Agenda for review. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the Consent Agenda.

## **REGULAR AGENDA**

### **Item 7A – Amending Other Post-Employment Benefits Trust (OPEB) – Resolution No. 626**

Mr. Quinn requested Board approval to amend **RCID Resolution No. 535**, a Resolution of the Reedy Creek Improvement District authorizing the establishment of the Reedy Creek Improvement District other post-employment benefits trust fund; providing for administration and investment of the trust fund; authorizing contributions to the trust fund; providing for the severability of the parts hereof; and providing for an effective date. Mr. Quinn advised that there would be our annual VEBA Board Meeting immediately following today's BOS meeting. Mr. Quinn advised that the VEBA plan in place from 2018 has been reviewed and that broader language needs to be added to this Resolution to cover more than health; e.g., life insurance and widening the definition of the plan. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request. **(EXHIBIT C)**

### **RESOLUTION NO. 626**

A RESOLUTION OF THE REEDY CREEK IMPROVEMENT DISTRICT AUTHORIZING AMENDMENTS TO THE REEDY CREEK IMPROVEMENT DISTRICT OTHER POST-EMPLOYMENT BENEFITS (OPEB) VOLUNTARY EMPLOYEE BENEFIT ASSOCIATION (VEBA) AND RELATED BYLAWS; PROVIDING FOR THE SEVERABILITY OF THE PARTS HEREOF; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Reedy Creek Improvement District (District) is a special district created by Chapter 67-764, Laws of Florida; and

WHEREAS, the District established the Reedy Creek Improvement District Other Post-Employment Benefits (OPEB) Voluntary Employee Benefit Association (VEBA) to assist in the funding of medical insurance for certain retirees and their eligible dependents; and

WHEREAS, the District offers certain employees a death benefit outlined in an arrangement known as the Reedy Creek Improvement District Survivor Income Plan (SIP); and

WHEREAS, the Government Accounting Standards Board issued Statements 43 and 45, the effect of which is to promote or provide incentives to use irrevocable trusts to hold funds for these types of benefits; and

WHEREAS, the District desires to utilize the VEBA trust fund to hold and accumulate assets to fund benefits; and

WHEREAS, it is the intent of the District that contributions to this trust fund be irrevocable and protected from creditors.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE REEDY CREEK IMPROVEMENT DISTRICT THAT:

**Incorporation.** All findings and statements in the foregoing preamble, including the definition of all terms therein, are hereby incorporated herein by reference, as if fully repeated herein.

**Authority.** This Resolution is adopted pursuant to Chapter 67-764, Laws of Florida, Special Acts of 1967; and other applicable provisions of law (collectively, the "Law").

**Adoption.** The following are hereby approved for adoption:

The First Restated Reedy Creek Improvement District Voluntary Employee Benefit Association ("RCID VEBA") Plan Document, attached as Exhibit A; and,

The First Restated RCID VEBA Bylaws, attached as Exhibit B.

**Authorizations.**

The District Administrator is hereby authorized and directed to sign the Exhibits to this Resolution.

The District Administrator and/or Deputy District Administrator are hereby authorized to file with the Internal Revenue Service all necessary tax filings in connection with the creation of the RCID VEBA.

The Board of Directors of the RCID VEBA (the "RCID VEBA Board"), as identified in the RCID VEBA Bylaws attached as Exhibit B, is hereby authorized to manage the RCID VEBA and all funds deposited into the RCID VEBA from time to time in accordance with the Plan Document and the Bylaws, and in accordance with the funding and investment guidelines, policies, and procedures to be implemented by the RCID VEBA Board from time to time.

**Initial Funding.** The District hereby approves funding the RCID VEBA with cash or other funding, including insurance policies, to provide the benefits required by the SIP, and hereby authorizes the District Administrator and/or Deputy District Administrator to execute all documents necessary to transfer the Initial Funding to the RCID VEBA.

**Additional Contributions.** The District may contribute funds to the RCID VEBA each year through the annual budget appropriation process. The District shall have full discretion as to the amount of funds to appropriate.

**Severability of Provisions.** If any word, phrase, clause, subsection or section of this resolution is for any reason held unconstitutional or invalid, the invalidity thereof shall not affect the validity of any remaining portions of this resolution.

**Repeal of Inconsistent Resolutions.** All resolutions or portions thereof previously adopted by the Board which are inconsistent with the provisions of this resolution are hereby repealed to the extent of such inconsistency.

**Effective Date.** This Resolution shall become effective March 24, 2021.

This Resolution is hereby approved and adopted by the Board of Supervisors of the Reedy Creek Improvement District, this 24th day of March, 2021.

REEDY CREEK IMPROVEMENT DISTRICT

(SEAL)

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President, Board of Supervisors

ATTEST

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Secretary, Board of Supervisors

**EXHIBIT A**

- Reedy Creek Improvement District
- First Restated Voluntary Employees' Beneficiary Association (RCID VEBA) Plan Document

**EXHIBIT B**

- Reedy Creek Improvement District
- First Restated Voluntary Employees' Beneficiary Association (RCID VEBA) Bylaws

**Item 7B – ECEP Chiller Plant Rehabilitation Phase II (B1015) – Owner-Furnished Material**

Mr. Kasper requested Board approval of Owner-Furnished Material (OFM) in the amount of **\$1,200,000.00** for the ECEP Chiller Plant Rehabilitation Phase II project. Funding for this request is derived from the RCID Series 2021-2 Utility Revenue Bonds (Taxable). Mr. Kasper advised that this is a new project and a preliminary budget will be presented to the BOS within the next six months. President Hames asked if there were any public comments on this request and there were none. Upon motion by Ms. Adams and duly seconded, the Board unanimously approved the request.

**Item 7C – ECEP Chiller Plant Rehabilitation Phase II (B1015) – RCES Soft Costs**

Mr. Kasper requested Board approval of an amount Not-To-Exceed **\$100,000.00** for RCES engineering and construction support, including survey, submittal review and project inspection costs for the ECEP Chiller Plant Rehabilitation Phase II project. This request includes Board authorization for RCID's and/or RCES's direct purchase of miscellaneous goods and ancillary professional services as necessary for the project. Funding for this request is derived from the RCID Series 2021-2 Utility Revenue Bonds (Taxable). Mr. Kasper advised that this request is for a chiller with same capacity as old chiller. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the request.

**Item 7D – District-Wide Fiber/DMS Project – Design Services**

Mr. Classe requested Board approval to award a Not-To-Exceed Agreement to **Reedy Creek Energy Services (RCES)** in the total amount of **\$75,000.00** in support of the District-Wide Fiber/DMS project. This amount will fund the design of five new single phase transformers to allow RCID to connect secondary power service to energize five new dynamic message signs. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds. Mr. Classe advised that this request is for the Fiber/DMS project design support from RCES. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request. **(EXHIBIT A)**

**PUBLIC HEARING**

President Hames then called a Public Hearing to order at 9:55 a.m. to consider adoption of proposed utility rates for electric for customers served by the Reedy Creek Improvement District effective for the first meter reading after March 22, 2021.

**Item 8A – Adoption of Revised Utility Rates for 2021**

Mr. Swanson requested for the Board to adopt proposed electric utility rates for customers served by the Reedy Creek Improvement District effective for the first meter reading after March 22, 2021. Mr. Swanson advised that this request is for a mid-year rate change. Mr. Swanson advised that it is proposed for RCID's Utility Division to make offsetting rate adjustments in the electric rates for energy and fuel. These adjustments will keep the net impact to customers unchanged. Mr.

Swanson advised that it is the industry standard to pass-through fuel benefits or deterrents of fuel to customers. Mr. Swanson advised that with more solar in the power mix, fuel costs are less. Mr. Swanson advised that currently, the fuel rate is over-collecting for the cost of fuel and the energy rate under-collecting for the cost of energy (non-fuel). Mr. Swanson advised that this change will have a zero impact on our customers' rate. Mr. Swanson advised that our Hedging Program locks in prices, so energy stays at a lower price. President Hames asked if there were any public comments on this request and there were none. Upon motion by Ms. Adams and duly seconded, the Board unanimously approved the request. President Hames closed the Public Hearing at 10:00 a.m. and the regular BOS Meeting was reconvened. **(EXHIBIT D)**

## **9. OTHER BUSINESS**

President Hames then asked if there was any further business to discuss.

Ms. Blakeslee advised that several years ago, the selection of Auditors was done by the creation of an Audit Committee. Both Mr. Hames and Mr. Schoolfield are members of this Committee, as well as several staff members. However, a couple of years ago, the law was changed to prohibit staff members from serving on the Audit Committee. Therefore, we are leaning towards having our BOS Members serve as our Audit Committee, similar to our VEBA Board. Ms. Blakeslee advised that we will coordinate the Audit Committee meetings around the BOS Meetings in order to accommodate our BOS Members being able to attend. Ms. Blakeslee advised that this year, our contract with our Auditors expires. Therefore, the new Audit Committee will need to be created by the Board at the April meeting. It will then meet after the April meeting in order to review an RFP and plan to move forward with the process of hiring Auditors for RCID . We will also have to appoint Audit Committee Members for the cities of Bay Lake and Lake Buena Vista, thereby creating three Audit Committees.

Mr. Classe advised that the next BOS meeting will take place on April 28<sup>th</sup> at 9:30 a.m. and we will continue with social distancing. Mr. Classe asked the BOS members to please be sure to keep their calendars clear in April, as there will be an RCID Audit Committee Meeting immediately following the BOS Meeting.

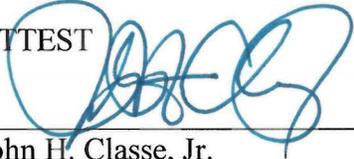
Mr. Classe then presented the Final Thought from an Unknown author, "*Our days are happier when we give people a bit of our heart rather than a piece of our mind.*"

There being no further business to come before the Board, the meeting was adjourned at 10:10 a.m.



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Laurence C. Hames  
President, Board of Supervisors

ATTEST



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John H. Classe, Jr.  
Secretary, Board of Supervisors